



INSTAKEY
Security System

This presentation was designed to guide you through the InstaKey Key Control Program.

This program is designed to reduce expenses while simultaneously improving key security.

InstaKey Key Control Program

This system combines three basic components to accomplish effective key control throughout your facility:

- 1) serialized keys that cannot be duplicated
- 2) re-keyable lock cylinders
- 3) on-line database tracking for each location's key holders

**Making key
management
simple.**

Re-Keyable Lock Cylinders

This system will encompass all lockable doors including:

Front Door
Back Door
Stock Room
Offices
Desks

To the left are sample images of this hardware by door.

Front Door Hardware



Back Door Panic Devices



Stock Rooms and Office Hardware



Product Packaging

- Each InstaKey Product will be labeled by door and installed by a contracted technician.
- The technician will provide you with the current operating keys, a master re-key kit (all doors) and the required key receipts to be completed.



Installation

- The contracted technician will install new lock hardware only on targeted doors.
- The contracted technician will supply each Store Manager with a packet of operating keys (4 Master Keys and 3 User Door Keys unless otherwise specified), along with Master and User doors Rekey Kit.
- Please, distribute new keys, and place any additional un-used keys in the safe along with the Rekey Packets.
- To receive additional operating keys or new ReKey Packet please email or call your Regional Loss Prevention Manager for documented approval.



Re-Keying Kit

The Re-Keying process should only be utilized when a key is unaccounted for (lost or stolen). Each ReKeying Kit will contain operating keys and 1 step change key.

Please contact your Regional Loss Prevention Manager for Re-key approval.

All Re-key Packets to remain in the safe at each location.



Re-Keying Scenario


A Re-Key is conducted only when the original issued keys are unaccounted for (lost or stolen).

- Each packet has printed instructions for how to conduct a re-key. Make sure you use the correct re-key packet for the door's you are trying to re-key. (Master, offices, cash wrap. Etc.)

1. Take the Step Change Key from the mailer card and turn this key 180 degrees in the door while it is open.
2. As you remove the key, you may see a tiny brass circular pin fall out of the lock.
3. Try the old key in the lock. If it does not turn and only the new operating keys turn, then you have successfully re-keyed your lock.
4. Safely dispose of off site or destroy the step change key.

REKEYING INSTRUCTIONS

PLEASE MAKE SURE TO READ **ALL** THESE INSTRUCTIONS BEFORE IMPLEMENTING A REKEY.




- 1) Remove the **Step Change Key** (the one with the notch in the back of it) attached at the right of these instructions.
- 2) Take the **Step Change Key**, along with the list of locks (on the reverse side or enclosed separately), to each door to be rekeyed.
- 3) While the **door is open**, insert **Step Change Key** into the first lock listed. Turn it 180 degrees. You will feel it remove a pin from inside the lock. Turn it back to starting position and remove.

Note: If the key will not turn 180 degrees (half way around), turn the knob or lever in the opposite direction you are able to turn the key. This will allow the **Step Change Key** to remove the pin and pull it out.

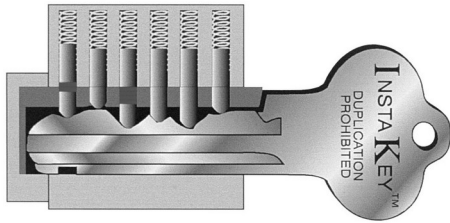
- 4) You may see the tiny brass circular pin fall out of the lock as you remove the key.
- 5) Try the old key in the lock to make sure it no longer works.
- 6) Once this procedure has been done in each lock listed, your locks are now successfully rekeyed.
- 7) Place the **Step Change Key** back on this card and store in a safe place. Distribute the new operating keys enclosed. Dispose of the old keys.

WARNING: The Step Change Key is for the rekeying of locks only. Do not use as an operating key **except in an emergency.**

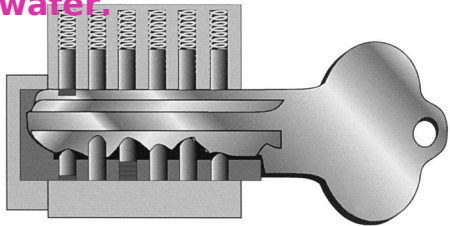


Serial #	Serial #	Serial #	Serial #	Serial #
Issue to	Issue to	Issue to	Issue to	Issue to
Date	Date	Date	Date	Date
By	By	By	By	By

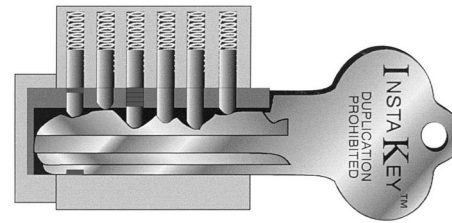
Re-Keying: As Simple as Using the “Next” Key



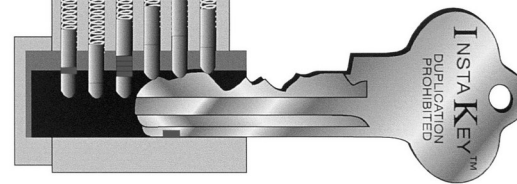
1. Step key displaces wafer.



2. Turning step key disengages and captures wafer.



3. Returning step key to original position leaves modified pin.



4. Extracting key removes wafer, rendering previous keys inoperative.

Store Manager Action Items

Each Store Manager is required to complete the below forms.

☐ Key Receipts by Key Holder

Upon completion, please fax to InstaKey @ 303-761-6359.

Please insert the yellow laminated instruction sheet (enclosed with shipment) into your operations manual.

If you have questions, please contact your Regional Loss Prevention Manager.

KEY RECEIPT	
To:	InstaKey Keyholder
From:	InstaKey Customer Service
Subject:	Key Custody
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By acceptance of the serial numbered key(s) _____, I assume full responsibility for the keeping and safeguarding of these key(s).	
If my key(s) is lost or stolen, I must report the incident to my Loss Prevention Manager IMMEDIATELY.	
Signed: _____	
(Signature)	(Date)
Name: _____	
Store Number: _____	
Contact Phone #	Date Signed: _____
Fax to InstaKey @ 303-761-6359.	